

Digital Signatures Subcommittee
February 20th, 2002 Meeting Minutes

In attendance (alphabetical order): Paul Allsing (eGovTechnology); Wes Baysinger (Materials Mgmt.); Danica Bunjevic (OCIO); Charles Donofrio (MCAO-ICJIS); Katherine Douglas (MCDOT); Ron Hinze (Recorder/Elections); Dan Mahoney (Assessor); Ken Medlin (ITC/Dig. Sig. Subcom. Facilitator); Cynthia Robinson (MCDOT); Lin Thatcher (CIO).

- I) Opening remarks: K. Medlin welcomed members. He noted that the Center for Digital Government had conducted an interview with Lin Thatcher, which is on-line at www.centerdigitalgov.com. Excellent post-GPP publicity for the County!

II) Update from the Secretary of State: K. Medlin reported recent developments from Russ Savage, the Secretary of State's Electronic Signatures Liaison. Key points:

- The State now has a contract with Digital Signature Trust for signing certificates (it is good for all AZ government and educational organizations).

There is now a state PKI/PGP standard which became official last month. It is located on the GITA website

http://gita.state.az.us/policies_standards/html/P800_S850_PKI_and_PGP_Technologies.htm

- There is also an effort now to build out a security architecture that incorporates that standard and other practices into a larger framework.

III) Review of Enterprise Portal Subcommittee Planned On-line Transaction Report

- a. The Enterprise Portal Subcommittee recently compiled a list of planned on-line transactions for the E-Government Council, in order to demonstrate the breadth and depth of proposed departmental web-based applications.
- b. K. Douglas (Enterprise Portal Subcommittee Facilitator) brought this report to the attention of the Digital Signatures Subcommittee as approximately 25% of the planned on-line transactions *potentially* involve unresolved e-signature issues.
- c. Digital Signature Subcommittee members reviewed the document, made preliminary comments and suggestions. K. Douglas asked that any departmental revisions be submitted to her by noon on February 25th; Danica Bunjevic (E-Government Council Facilitator)

will subsequently submit the report to the E-Government Council for their consideration.

- IV) Discussion of a possible pilot project between the County and the State
- Ken Medlin noted that Linda Meissner (State of Arizona) has found a private sector company that is willing to partner with the State and County on a pilot digital signatures project.

- V) Discussion of digital signature candidate applications in the Subcommittee members' departments.

A round-the-table discussion of potential departmental applications ensued in which the following major points were made:

- At this point there is no obvious County candidate for a join pilot project with the State;
- A consistent, county-wide process should be established for Departmental applications requiring e-signatures.
 - First step: Enterprise Portal Subcommittee would submit descriptions of their planned applications to the County Attorney's Office for determination of whether electronic signatures are legally necessary (for each case).
 - Second step: If an e-signature is required, then what is the minimum level of security required to conduct the transaction? A hierarchy of security levels (with clear guidelines) will need to be established.
- The CIO suggested contacting major digital signature providers to determine which County clients have deployed on-line applications employing the use of e-signatures, and to then research those applications by contacting those Counties directly.

- VI) Next Steps
- Ken Medlin and Danica Bunjevic will conduct the digital signature research into major providers and their county clients and will report back to the group at the March meeting.

Meeting adjourned at 2:00 P.M.
Notes respectfully submitted by K. Douglas